

Portfolio Frequently Asked Questions

Below you will find some of the questions people often ask at this stage of the Portfolio process. These questions and answers relate to all three parts of the Portfolio including:

- CV
- Reflective Commentary
- Referees' supporting statements

Part 1 - CV

1. Do you expect my CV to be in any particular format?

No, we don't have any particular CV format that we expect. The main thing is that you include the right kind of information like relevant:

- Qualifications
- Skills
- Experience
- Training
- Achievements.

We want to see these kinds of things in your CV so that your reflective commentary can focus on answering the four key questions that you choose. In this way, you can use your time and words more efficiently in the reflective commentary.

We also suggest that you share your CV with a trusted colleague and get some feedback on both content and layout before you submit it. Sometimes others see things differently and may be able to make suggestions on how you can improve what you've done.

2. Where do I send or upload my CV as part of my Tapatoru submission?

At this stage, when it's completed we would like you to email your CV to:

- Kristen.Rive@ako.ac.nz

When you email your CV or any supporting documents please remind us which cohort or group you are part of. This could be your organisation, industry or something else like our Facebook group.

Portfolio Frequently Asked Questions

Portfolio Part 2 - Reflective Commentary

3. What is the format for the Reflective Commentary?

The reflective commentary can be in video or written format. You can send documents by email to the email address above.

If you record a video file, you need to make sure that it can be easily shared. If you have a video submission, ask us how you can share this via our Ako Aotearoa Dropbox account.

In some cases, we may be able to help you record the video. Get in touch if you're unsure of what to do.

4. If I'm writing my reflective commentary, how many words per question should I write?

For a written submission, you should write about 400-500 words per question x four questions. So, that's about **2000** words in total.

For a video submission, you should aim for about five to seven minutes per question x four questions. So, that's between 20 to 30 minutes in total.

Remember:

- Stick to the format and guidelines.
- This is a "snapshot", not your entire life or work history.
- Choose relevant content that illustrates what you believe, know and do.

5. When I make use the Tapatoru question cards, can I use the cards more than once or do they have to be different for each question?

They have to be different for each question. We designed the Tapatoru question cards carefully so that when you use the cards to create a complete set of questions you cover all of the elements that we need you to cover.

Now... when you're playing around with them you can use the cards as many times as you want to create as many sets of questions as you want and reflect on them however you want... but:

- When you are ready to finalise the questions that you want for your reflective commentary, you must choose the cards you want and use them only once.

Portfolio Frequently Asked Questions

This means that if you combine the elements below you can't reuse one of the cards to make another question. For example:



This is one complete question. These cards are now no longer available to use in your next question.

Portfolio Part 3 - References

6. How many referees will I need for Part 3 of the Tapatoru Portfolio?

You will need to get references from two professional referees. These should be people that have worked with you in your job or some kind of professional development context.

Portfolio Frequently Asked Questions

General

7. What is the expected timeframe for this?

The duration for most Tapatoru candidates is around six months. However, those who can complete their portfolio sooner are encouraged to do so. Once you know what the portfolio looks like you will have a better idea of how long it will take you.

8. When will the next Zoom meeting be?

There will be an online catchup at the end of each email sequence or roughly every 2 weeks. We'll let you know the next date as soon as we can.